



Job Opportunity

State Controller's Office

Position: Associate Governmental Program Analyst (Limited Term- Two Years) **Statewide**

Location: Administration and Disbursements Division
300 Capitol Mall, Suite 1508 , Sacramento, CA 95814

Issue Date: March 16, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Justin Studevan, (916) 324-9743

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-120-5393-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the Staff Services Manager II in the Business Services Office (BSO), the incumbent performs a variety of complex tasks with various studies/projects related to facilities management and business services operations. Studies/projects may include facilities alteration project management, office space lease management, space design, procurement and contracting. Responsible primarily for facilities support services provided to the Cannery Business Park site. In addition, the incumbent may work independently, in a team environment, or in a lead capacity. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Act as a facilities coordinator on office design, redesign and relocations of SCO facilities and other State agencies that contract services from SCO; provide consultation to division level management and representatives concerning facilities alterations, lease management and relocation services; perform program space usage analysis and programmatic needs assessments to provide alternatives and recommendations to upper management; incorporate ADA requirements and the SCO's Health and Safety guidelines into floor plan designs and project analysis; participate in the SCO's annual Health and Safety inspections to lend facilities expertise to the Health and Safety Program's inspection process; assist in lease management activities for the SCO with representatives from Department of General Services, Lessors, SCO management and Facilities and Telecommunications Services division representatives;
- Act as lead facilities project coordinator, independently direct varied and complex facilities-related project processes; interact tactfully with all levels of management and staff; coordinate efforts of other divisions, as well as other departmental representatives, such as the Department of General Services, to acquire desired project goals; prepare specifications for building alternatives, repairs, and maintenance



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that are inclusive of varied disciplines, such as physical security and data communications; procure services via state lease or contract processes for alterations, repairs, and maintenance; review work for compliance; meet with contractors/vendors on-site to monitor work; prepare status reports for management; recommend acceptance of contracted work; oversee project budget and provide post-project cost evaluation reports to management;

- Respond to requests for facilities services (maintenance and repairs) and relocation services (office moves) from divisions, via their division representatives; accept, report, track, and bring to resolution requests for building services; prepare and revise facilities services rules and procedure manuals and provide training to division contacts concerning rules and other information contained with the BSO manuals; provide expertise in current industry trends, standards, and regulations for maintaining a safe and accessible work environment for employees; analyze legislation and proposed regulations for impact on the BSO contracts, regulations, and facilities operations or projects; act as backup, when required, to other business services activities, such as telecommunications services and the Controller's Office Intra Net (COIN) Program; travel to and from vendor facilities and SCO offices.

DESIRABLE QUALIFICATIONS:

- Excellent analytical, interpersonal and communication skills.
- Experience working with personal computers.
- Ability to manage multiple priorities.
- Ability to accurately assess issues and respond quickly using good judgment.
- Ability to work in a team environment.
- Organized, flexible, open-minded to different approaches and new ideas in performing work assignments.
- Respectful attitude to all levels in the organization.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

300 Capitol Mall, Suite 1508

Sacramento, CA 95814

Attn: Marcy Maeda-Imai